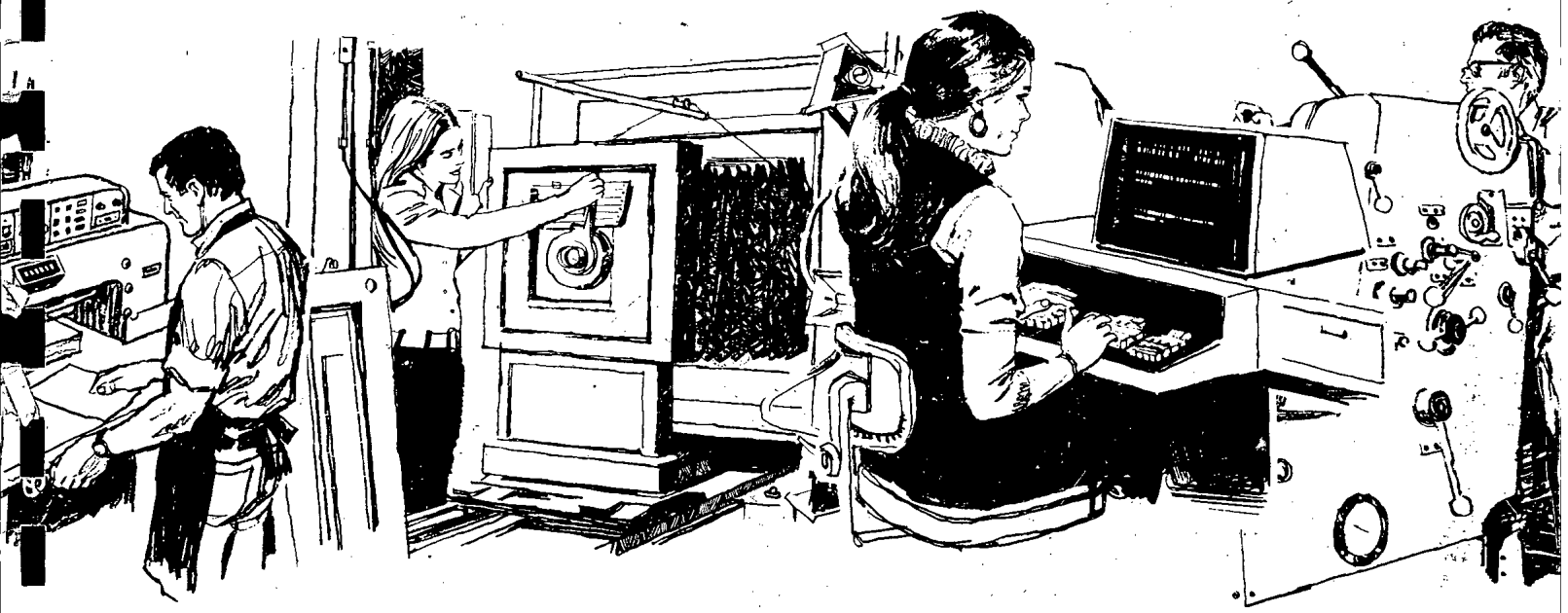
Printing and Photography Division



GRAPHIC ARTS APPRENTICESHIP PROGRAM

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OFFICE OF LOGISTICS

PRINTING & PHOTOGRAPHY DIVISION

GRAPHIC ARTS APPRENTICESHIP PROGRAM

CENTRAL INTELLIGENCE AGENCY

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Preface

Since 18 May 1981, P&PD has been operating under the guidelines of a revised Apprenticeship Program. This new format provides the Division with a vastly improved system for selecting, training, and evaluating apprentices. It is a major departure from the traditional industry-wide program; but, just as the traditional methods of printing are rapidly *changing*, so too the way we select and train personnel must change.

One of the important features of the new program is the appointment of an Apprenticeship Program Administrator (APA). This administrator plays a vital role in the selection process, and just as importantly, acts as a mentor, a counselor and an evaluator of the trainee during the apprenticeship period.

Another significant change from the past program is that the apprentice is placed in a rotational assignment prior to any commitment to a specific trade or branch. This, in itself, will benefit both the apprentice and, in the long run, the Division. Only after an evaluation of performance during the rotational assignment will the trainee be placed in a specific trade for more intensive training during the last 3 years.

There are many more points to consider with respect to the new program, and they are elaborated on in the following pages. My objective, at this point is to provide full endorsement to the program. I am confident that this is a sound foundation that is needed to develop our employees to attain the knowledge and skills necessary to meet all present and future requirements of the Division. As a closing note, I want to express appreciation to all of those who worked toward developing this program: most prominent among these are STAT of the Systems Staff, and STAT of the Prepress Branch, who has been appointed the first APA. My thanks and congratulations to all of you.

STAT

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1st YEAR

Prepress → Press → Bindery

P PANEL

Candidate Evaluation

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REMAINING 3 YEARS

Graphic Arts Apprenticeship Program

1. Introduction

A. The *objective* of the Central Intelligence Agency's Graphic Arts Apprenticeship Program (GAAP), Printing and Photography Division (P&PD), Office of Logistics (OL), is to prepare and develop qualified journeymen with trade skills to support the Agency's printing production requirements.

B. The *purpose* of the Graphic Arts Apprenticeship Program is to assure P&PD a steady flow of trained personnel to perform duties in the various crafts.

2. Direction of the Graphic Arts Apprenticeship Program

A. To provide overall direction for the apprenticeship program, the position of Apprenticeship Program Administrator (APA) should be established. The APA should be directly responsible to the Office of the Chief, P&PD, and serve in a capacity functionally independent of any existing Branch or Staff. Staffing of the APA position will be by a mid-level manager in P&PD with technical/trade background experience, and limited in scope to matters pertaining to apprentices.

B. A mid-management APA is deemed desirable for the following reasons:

(1) It will provide an accessible management forum to which apprentices will feel comfortable in candidly discussing their apprenticeship development.

(2) It will relieve top management of the responsibility for day-to-day administration and documentation of apprentice progress.

C. The APA will be appointed by the C/P&PD, and will serve a 2-year term; however, the term may be extended or shortened at the discretion of the C/P&PD.

D. Production branches will be responsible for the training of candidates and apprentices in their respective tradecrafts. Supervisors at all levels should provide active leadership in developing the employees within the branch. All journeymen are expected to accept the training of candidates and apprentices as an integral part of their jobs.

3. Responsibilities of the Apprenticeship Program Administrator

A. Provides general administration of the apprentices.

B. Maintains records on training and evaluation of apprentices.

C. Serves as liaison in an advisory capacity between apprentices and Division managers.

D. Serves as an exofficio advisory member of the P-Panel on matters pertaining to apprentices.

E. Prepares apprentice PAR for rotational tour year with the OPM being the reviewing officer.

F. Receives and compiles candidate and apprentice progress reports submitted through the Office of the Production Manager from the Branch to which the trainee is assigned. These evaluations will serve as official documentation of the candidate's performance and will be used by the APA in preparing the candidate's overall progress report.

G. While the APA has overall responsibility for administration of the apprenticeship and will endeavor to assure that the training schedule is adhered to, the officer has no direct line authority relative to the shift or daily work assignment of apprentices. In problems concerning these issues the APA will seek resolution jointly among the Production Manager, the Branch manager and the apprentice involved, with final authority residing in the Office of the Production Manager.

4. Selection of Candidates for GAAP Probational Branch Tour

A. The Pre-Selection Rotational Branch Familiarization and Assessment Cycle should last 12 months and will be a probationary period to be completed before formal apprenticeship status is attained. This probationary tour is intended for applicants with a minimum of previous printing experience. During the rotational cycle journeyman applicants from other tradecrafts will not be required to serve the apportioned period of time in the component of his/her journeymanship. Pre-apprentice requirements and the selection process will consist of the following:

(1) Vacancy Notice (based on the projected replacement requirements of P&PD).

(2) Completion of test battery (administered by OMS/PSS).

(3) Evaluation of applicant's PAR, work resumé, job and educational experience, current performance in present position, and dependability (to include a responsible leave record).

(4) Counseling with APA (introductory interview) to include details of the program such as rates of pay, shift work requirements, training, potential for position placement (tradecraft availability), and general program outline.

(5) The P-Panel selects Apprentice Candidates and forwards its recommendation to the Chairman of the Logistics Career Board for approval.

(6) Signing of the Apprenticeship Agreement.

5. The 12-Month Rotational Pre-Selection Branch Familiarization and Assessment Cycle

A. A 12-month branch rotational apprentice candidate cycle is deemed best suited to Division interests. It is felt that a longer period would overly commit the Division to a candidate who is only in a

probationary cycle. Also, a longer introductory period would reduce apprenticeship training to less than 3 years in the selected tradecraft which would be detrimental to the full development of the apprentice. A 12-month cycle will:

(1) Afford the candidate apprentice sufficient time to become familiar with Branch operations and see how the operations fit into the printing production cycle; and,

(2) Give Branch management the opportunity to evaluate the candidate's ability to function in branch operations and perform the trade tasks.

B. Trainees who fail to meet the performance standards in a tradecraft area will still be considered for apprenticeship training in the tradecraft(s) where they successfully meet the requirements. However, trainees who fail to meet the minimum standards of performance in all three production Branches during the probationary tour will be removed from candidate status and returned to their former component, or elsewhere, as Division staffing requirements dictate. Trainees can voluntarily withdraw from the apprenticeship program by formal notification, in writing, through the OPM and APA to the Chief, P&PD and transferred as stated above.

6. Details of the Probationary Branch Tour

A. Length of tour will be 12 months, apportioned to the branches as follows: (1) Prepress - 6 months; (2) Press - 3 months; (3) Bindery - 3 months. This sequence represents the traditional order of printing production and will be followed by the apprentice candidate to impart a sense of the interrelationship among the graphic arts trades and the continuity of the printing cycle.

B. Number of apprentice candidates will be determined by projected Division replacement needs.

C. Apprentice candidate pay rates during the probationary rotational year are outlined in paragraph 7.B.

D. Orientation and training of apprentice candidates will be the responsibility of the Branch Chief where assigned with the concurrence of the APA. This divided responsibility is intended to assure that job assignment is not dictated by immediate production requirements to the detriment of the candidate's overall exposure in the branch. Any disputes concerning the candidate that cannot be resolved among the Branch Chief, APA, Production Manager, and candidate will be submitted to the Office of the Chief for resolution.

E. Monthly Apprentice Candidate reports will be submitted by the trainee's immediate supervisor and will be forwarded for comment through the OPM to the APA for inclusion in the candidate's training folder.

F. A counseling and evaluation session will be held between the APA and the candidates at least once during their tour of training in each of the three craft areas in the 1-year probationary rotational cycle. The

APA will base appraisal of the candidate's performance on the monthly apprentice candidate reports and discussions with Branch and Division management.

G. The apprentice candidate orientation and training tour in each branch will be scheduled as indicated below. Specific times allotted for training within the Branches will be determined by the Branch Chief and the APA and should include the functions listed below:

(1) Prepress (6 months)
- (a) Proofroom, drafting of forms, traditional methods (Ludlow)
- (b) Photocomposition makeup
- (c) Keyboard/ETECS operation
- (d) Offset camera/contact room
- (e) Offset stripping

(2) Press (3 months)
- (a) Platemaking
- (b) Duplicators
- (c) Sheet-fed Presses
- (d) Web Press

(3) Bindery (3 months)
- (a) Collating
- (b) Trimming
- (c) Hard Binding

H. A composite report of the candidate's 1-year probationary training cycle (to include the three Branch Chiefs' assessments with OPM input) will be prepared by the APA for submission to the Office of the Chief for P-Panel consideration prior to completion of the training period. If the candidate receives favorable recommendation for continuance in the program the apprenticeship will be continued in a selected tradecraft to be determined by candidate aptitudes (tested and observed during the rotational cycle) and Division needs.

7. Assignment of Apprentices to a Tradecraft of Specialization for the Remainder of the 4 Year Program

A. P-Panel recommendation of apprentices to fill available openings based on:

(1) Replacement needs of the Division.

(2) Test results and assessments of candidate's probationary 1-year composite report.

(3) Preference of candidate.

B. The established wage structure is as follows:

(1) Step 1—Rotational tour year, 60% of lowest prevailing trade rate (currently Bookbinder). However, selectees whose rate of pay is greater than 60% of the lowest prevailing

tradecraft rate will be compensated during the first year at the *"Retained Pay"* rate. These apprentices will not receive pay increases while progressing through the program until the step in the program exceeds their retained rate. At the completion of the 1-year probationary cycle, the apprenticeship pay rate will be adjusted to 70% of the trade to which they are assigned for the remainder of their training.

Step 2—52 weeks, 70% of assigned craft rate.

Step 3—52 weeks, 80% of assigned craft rate.

Step 4—52 weeks, 90% of assigned craft rate.

(2) While Division policy does not encourage journeyman apprentice applicants from other tradecrafts (switching from one tradecraft to another), such applicants will be considered for apprentice openings. Journeyman applicants accepted into the program will receive 70% of the lowest prevailing tradecraft rate during the rotational year which may result in a downward pay adjustment. In the event that journeyman applicants are not accepted as apprentices after the probationary tour, they will revert to their former tradecraft position.

(3) Apprentices receive a proportionate pay increase anytime the trade to which they are assigned receives an increase.

(4) Advancement will not be automatic. To be eligible for advancement from one step to the next higher step, the apprentice must acceptably perform all the tasks and duties in the training schedule for the step.

C. Apprentices will be assigned to shift work at the discretion of their Branch Chief and with the concurrence of the Production Manager.

8. Apprentice Program and Training

A. Apprentice training schedules for the second, third, and fourth years are detailed under their respective sections.

B. The formal apprenticeship program will be monitored and coordinated by the APA and Branch Chiefs through the OPM. APA apprentice monitoring will include:

(1) Compilation of monthly progress reports. Composite results to be discussed and evaluated with APA and apprentice every 3 months.

(2) Attendance at non-trade Agency courses for career development such as: OTE English, writing and typing courses, as appropriate.

(3) External trade-oriented courses (technical and academic preferably to be taken in the apprenticeship cycle). Training grades will be placed in the apprentice's folder.

(4) APA counseling of apprentices on overall development, training, and adherence to the details of the formal apprenticeship program.

(5) At attainment of journeyman status the apprentice will receive a certificate of completion from P&PD.

C. Announcements for Maintenance Section apprenticeships will be specifically identified and the rotational tour will be customized to suit the specific needs of a General Mechanic Machinist.

Rotational Branch Tour For Graphic Arts Apprentice Candidates

I. PREPRESS

A. *Composing*—(3 months)

Phase 1 (1 month) Intended to impart an understanding of traditional printing methods which underlie current technology. Apprentices will be introduced to type faces, character unit values, and hand operations.

Equipment and Processes:

Ludlow operations
Repro press
Forms drafting
Make up (hand)

Phase 2 (1 month) Apprentices will gain familiarization with electronic keyboard composition equipment used in job production.

Equipment and Processes:

ATEX keyboards
(inputting, formatting, casting)
ECRM scanners
Film processors

Phase 3 (1 month) Emphasis will be placed on systems support and job scheduling.

Equipment and Processes:

Systems operations
(system maintenance, structure & integrity)
Proofreading
Work scheduling
(workflow and mark up)

B. *Offset/Photography—(3 months)*

Camera (6 weeks) Introduction to camera operations.

Equipment and Processes:

Fundamentals of photography
Introduction with offset cameras and processors
Contact photographic procedures
Introduction to line/halftone/continuous tone photography

B. Offset/Photography—(3 months) (Continued)

Layout (6 weeks) Introduction to layout and stripping.

Equipment and Processes:

Fundamentals of layout
Text and graphic imposition
Prelay operations
Dylux proofing

II. Press

A. *Platemaking* (2 weeks) Production of printing plates from negatives.

Equipment and Processes:

Contact platemaker
Plate processor

B. *Pressroom* (10 weeks) Basic operation of pressroom equipment.

Letterpress (2 weeks) Introduction to traditional presswork.

Equipment and Processes:

Chandler Price Hand press
Miehle vertical

Offset Duplicators (1 month) Introduction to offset principles.

Equipment and Processes:

AB Dick
Envelope jetpress

Offset Presses (2 weeks) Introduction to offset press work helper.

Equipment and Processes:

19, 35, and 40-inch offset presses mounting plates
Loading and turning stack
Press clean up

Web Press (2 weeks) Night production of FBIS

Equipment and Processes:

Web Press
Bending and mounting plates
Loading paper rolls
Jogging and stacking signatures

III. BINDERY

A. *Branch Orientation* (1 week) Operations performed and equipment used.

B. *Hand Machine Operations* (3 weeks) Basic machine operations.

Equipment and Processes:

Simple cutting and trimming
Padding
Drilling
Punching
Tab cutting

C. *Hand Operations* (1 month)

Equipment and Processes:

Hand collating
Folding
Pagination

D. *Complex Machine and Hand Operations (1 month)*

Gathering
Perfect binding
Machine collation
GBC binding
Hard binding
Sealing operations
Dissemination orientation

All training schedules are tentative and may be changed in sequence to take advantage of priority workload schedules. Secondly the purchasing and addition of new printing equipment in the three major production branches during this rotational year will enable some familiarization with the equipment by the apprentice candidate.

Foreword To The Training Schedule

This section details the curriculum for individual branch apprenticeships. All apprentices will be rated on the GAAP Branch Evaluation Rating form as to job performance and attitude qualities. Advancement to succeeding apprenticeship steps and journeyman status will be dependent upon achievement of the minimum scores as stated on the cumulative branch rating form. Inability to attain the minimum scores may result in extension of apprentice status beyond four years before journeyman status is achieved. In the event of extended illness or absence, additional time may be deemed necessary to achieve the minimal scores for advancement.

The Prepress Branch has been reorganized to encompass three production tradecrafts; Composing, Offset Photography, and Offset Stripping. This consolidation, in conjunction with the purchase and application of new printing prepress technologies, requires new job skills and responsibilities. The formerly specialized tradecrafts will be expanded in scope requiring greater versatility and diversification resulting in the need for multi-skilled journeymen. Journeymen must display competence in electronic photocomposition, Offset Photography, and stripper/composition skills. Apprentices will be introduced to new technologies and processes as the equipment is acquired by the Division. Prepress apprentices installed in this newly designed apprenticeship program, will be classified "Electronic Printers."

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Graphic Arts Apprentice Training Schedule For Second, Third, and Fourth Years

I. Prepress Branch

A. *Electronic Printer (Electronic Photocomposition Curriculum)*

Working knowledge of all ATEX Composition Commands
(Read and understand manual)

Working knowledge of all ATEX Document Processing
(Read and understand manual)

Proofreading
(1st reading, revises, proofreader's marks, office style, GPO style)

Keyboarding on video display terminals
(Text editing, keying text and tables, formatting text and tables)

Elementary booting and systems procedures

Operation of all typesetters in the Division

Understanding all methods of data input for ETECS system. Be able to help customers with the following conversions (Script, NBI, OCR scanner, other input mediums)

Keyboarding
(Keying complicated text and tables, formatting complicated text and tables)

Designing of formats

Working knowledge of all ATEX Mathematical Composition Commands
(Read and understand manual)
(Be able to set or correct all examples)

Working knowledge of all ATEX Makeup Methods
(Magazine Package, Pica Pole, Page Cast Off, Tech Page)

Become proficient in copy preparation and markup for electronic terminal makeup

Working knowledge of all ATEX software

Graphics Arts Apprentice Training Schedule For Second, Third, and Fourth Years

I. Prepress Branch

B. *Electronic Printer (Offset Photography Curriculum)*

History, development and nature of photography
    Theory of light
    Means and methods of controlling light

Photographic developing processes

Operation of offset cameras and processors

Line Photography

Camera light source technique

Halftone photography

Continuous tone black and white photography

Contact room procedures

    Methods of making spreads and undercuts

Electronic accessory devices
    (densitometers and luxometers)

Cromalin proofing system

Color key proofs

Quality control procedures

General maintenance of film processors

Theory and techniques of color separation photography

Principles of color scanners

Color job analysis
    Color correction
    Masking systems

Inventory and storage procedures

Graphic Arts Apprentice Training Schedule For Second, Third, and Fourth Years

I. Prepress Branch

C. *Electronic Printer (Stripper/Composition Curriculum)*

Proofreading
(to build a familiarity with type faces, measures, sizes, job styles, printing marks and following requisition instructions)

Basic processes, tools, and equipment
(reading line guage, Ludlow operations, proofpress operations, lockup, etc.)

Galley preparation
(RC and proofs)

Introduction to page makeup on light tables

Development of typographic visualization skills
(page appearance, proportions, balance, spacing and measuring type densities)

Stripping hand corrections

Preparation of type orders

Imposition for chop cut jobs
(labels, tent cards, etc.)

Ordering and preparation of strip film

Complete page makeup
(including graphics, tables, footnotes, etc.)

Copy preparation and markup

Forms preparation (Camex ProFormer)

Basic film stripping:
Text imposition, covers, forms, and tabs
Opaquing, silhouetting, rule setup, layouts on the line-up table

Basic graphic stripping:
Blockouts, masks, duotones

C. Electronic Printer (Stripper/Composition Curriculum) (Continued)

Compositing of graphics

Prelaying and imposition of copy for printing

Dylux proofing

Technical revisions and alterations after proofing

Multi color work

Orientation and familiarization in visual aids section (one week)

Knowledge of screens:
Proper screen angles and percentages
Moire and rosette screen patterns

Introduction to four-color process stripping (registration and masking techniques)

Color stripping stressing quality, accuracy, productivity, and creativity

Current developments in the graphic arts

NOTE: As new equipment is acquired in the Branch, such as a laser platemaker, electronic camera, and color scanner, the apprentice training schedule will be expanded to include the new skills required to operate the equipment.

Graphics Arts Apprentice Training Schedule For Second, Third, and Fourth Year

II. Press Branch

A. Pressman *

Major printing processes
(text books and/or courses)

Pressroom health and safety

Instruction in mechanical operation of press

Manufacture and characteristics of paper and ink

Chemistry related to presswork

Fundamentals of printing and paper

Handling of paper for press

Press washup

Care of blanket

Press plates
(handling, removal from press, storage, etc.)

Press feeder operation and maintenance

Loading and turning sheet fed press stock

Handling and loading web paper rolls

Operation of a single color press

Installation and removal of press rollers and dampeners

Preparation and application of fountain solutions, press chemicals, and inks

Press set up
- Grippers, guides, stops, spray, etc.
- Lock on plates and set register
- Set ink fountains and ink rollers and dampeners

Operation of a multicolor press

Color matching, densitometry

Press maintenance

**All apprentice pressmen will serve a portion of their apprenticeship learning platemaking principles and procedures.*

A. Pressman *(Continued)*

Web press operations
Lithographic plates, basic principles and functions
(graining, coating, related physics and chemistry)
Surface plates (predominately presensitized plates
Training on platemaking equipment:
Exposure frames, automatic plate processors
Use, care, and maintenance of plate processors
Current developments in the graphic arts

Graphic Arts Apprentice Training Schedule For Second, Third, and Fourth Years

III. Bindery Branch

A. Bookbinder

Training in the ability to read, understand, and implement written instructions on P&PD's job jacket, Form 1445

Knowledge of paper and its properties

Familiarization of stripping layouts and dummies

Ability to figure cuts and trims

Training and practical experience in power cutting operations

Count, job, paper handling

Introduction, training, and maintenance of folding machines

Collating, set up, operation, and maintenance of collators

Set up, adjustment, operation and maintenance of gathering machines

Setup, adjustment, operation and maintenance of the perfect binding machine

Cutting, laminating, and drilling of tabs

Set up, adjustment, operation and maintenance of stripping machines

Set up and operate small related Bindery equipment

Stitchers, drills, GBC binding

Introduction to hard binding

Familiarization with hard binding and covering materials

Machine and hand sewing operations

Rounding and backing operations

Head liners and end sheeting

Cut boards and make casings

Familiarization and proficiency in setting hand type using the California job case

Operating stamping machines

A. Bookbinder *(Continued)*

Covering in operations

Proficient skill in repairing books

Velo-bind operations

Current developments in the graphic arts

General Mechanic Machinist Apprentice Training Schedule

IV. Maintenance Section

A. *Maintenance Staff Duties Overview*

All P&PD maintenance shop positions are defined as General Mechanic Machinists. This nomenclature differs from GPO practice in that P&PD does not have a large enough maintenance staff to afford separate maintenance specialists for individual functions such as electrical, press, photographic processor, and parts fabrication. General Mechanic Machinists are expected to perform maintenance functions in all of the operational areas mentioned. The apprenticeship training schedule for the Maintenance Staff is designed to develop the capabilities of the trainee, over a period of four years, to produce a well rounded General Mechanic Machinist trained in the specific duties needed to support P&PD's operations.

Apprentice machinists work under the direct supervision of qualified journeymen machinists. The apprentice assists journeymen machinists in maintaining all P&PD equipment while gaining familiarization with the plant equipment and its function in the production areas.

The apprentice must make continuous and acceptable progress in mastering the following functions before being advanced to the next succeeding level.

B. *First 6 Months Training*

1. Recognizing that the duties and responsibilities of the General Mechanic Machinist differ from those of the Graphic Arts Tradecrafts, the Rotational Branch Tour will be modified accordingly as to content of curriculum and length of tour. The rotational program of the Maintenance Apprentice will include tours in all components of Printing and Photography Division. Emphasis will be placed on familiarization with the equipment, its maintenance and operation in the respective branches rather than learning the tradecraft skills. Thus, the rotational tour for the Maintenance Apprentice will take correspondingly less time than the year required for the Graphic Arts Apprentice.

2. *Shop Measuring Instruments:*

The apprentice will be introduced to the use and function of gauges, measuring devices, and comparative equipment commonly used in machine shops. This includes instruments such as an inch scale, micrometer, vernier caliper, depth micrometer and thread gauge.

3. *Machine Shop:*

During the first year the apprentice will be introduced to machine shop power tools, learn to operate and use an engine lathe to

turn, face and bore holes. The aprentice will also be taught to grind single point lathe cutting tools, sharpen drills, do minor layout work for drilling, and use bench and stand drill presses.

C. *At the End of 1 Year of Training*

The apprentice must perform the following functions in the designated areas:

1. *Machine Shop:*

Apprentices will be taught to set up and operate a milling machine, to cut flat surfaces, parallel, square, step cut and keyways (straight and woodruff). First year apprentices must be able to operate a surface grinder to surface grind to size with a reasonable degree of accuracy, and to square work on a surface grinder.

First Year apprentices must learn to set up and operate a shaper to cut parallel and square work, and to sharpen cutting tools in a proper manner.

The apprentice must be able to cut screw threads with taps and dies in an acceptable manner, i.e., perpendicular to the work surface or die cut perpendicular to the axis. The apprentice must also be able to accurately set a machine vise square or parallel to a milling machine or shaper.

2. *Electronics:*

Apprentices at the 60% level must learn to use and operate electronic test equipment such as oscilloscopes, digital multimeters, capacitor analyzers and semiconductor analyzers.

D. *Second Year Training—70% Apprentice*

Second year apprentices continue to work under the direct supervision of journeymen and assist in the maintenance of Division equipment. Continued progress must be made in the following areas:

1. *Machine Shop:*

The 70% apprentice must be able to use machine shop tools to work between centers to turn, shoulder cuts, or undercut multiple diameters and chase machine threads. The apprentice must be able to work between centers on a milling machine, to cut keyways, and to do minor dividing on a plain index head. Second year apprentices must demonstrate proficiency in the use of dividers and scale in layout work for drilling and tapping.

Apprentices will be taught to perform general layout work with a surface gauge, vernier height gauge and space blocks in conjunction with a sine bar. They must know the tool nomenclature of the engine lathe and milling machine and be able to grind form tools for form cutting on a lathe.

2. *Electronics Training:*

Due to new graphic arts technologies, it is essential that the apprentice should start a basic electronic course (either through internal training or at college or technical school) during the second year of training.

3. *Blueprint Reading:*

The second year apprentice will be introduced to the reading of electrical, mechanical, architectural, and electronic blueprints and schematic drawings.

E. *Third Year Training—80% Apprentice*

The 80% apprentice must be able to perform small shop projects with a minimum of journeyman supervision. In these projects the apprentice will demonstrate the ability to select tools, materials and machine to produce components and perform all machine operations to complete the project. Continued progress must be made in the different areas of responsibility, as follows:

1. *Machine Shop:*

The apprentice at this level must be able to: (a) machine spur gears doing his own calculating for the dividing head; (b) machine an accurate internal keyway on a slotter; (c) set up and operate a radial drill press; (d) set up and operate a boring mill; (e) know grinding wheel symbols to determine proper grinding wheels for malleable iron and hardened steel; (f) calculate thread depth for machine screws and drill size for taps; (g) operate a planer, and set up a universal grinder to sharpen milling cutters; (h) set up milling and grinding machines for angular and radius work; (i) set up and operate a jig borer in conjunction with a rotary table; (j) do taper turning and off center work in a lathe; and (k) read and work from blueprints.

2. *Electronics:*

The 80% apprentice must continue to develop expertise in the use of electronic analyzing equipment. With this experience and the background training from the basic electronics course, the apprentice must be proficient in solving basic electronic problems on production equipment.

3. *Miscellaneous:*

Third year apprentices assist in the installation of new equipment such as film processors, presses, and bindery equipment. The apprentice must be able to perform minor plumbing and electrical hookups required for installation of such equipment as film processors.

4. *External Training:*

The 80% apprentice will acquire technical training on specific Division equipment (in the Prepress, Press, Bindery and Photography Branches) and training on new equipment offered by vendors.

F. *Fourth Year Training—90% Apprentice*

Apprentices at the 90% level must perform assigned tasks without supervision and be able to function effectively as the sole maintenance machinist when required to work on the night shift. In this capacity the 90% apprentice must be able to diagnose problems, repair all P&PD production equipment, and perform external Mechanic Machinist duties at the level described below:

1. *Machine Shop:*

Apprentices at this level must demonstrate proficiency in operating all machine shop equipment and have the ability to layout work from blueprints, sketches, and verbal instructions.

2. *Electronics:*

At the 90% level the apprentice solves advanced electronics problems on Division equipment including those having solid-state electronic components such as film processors, offset printing equipment, densitometers, color and black and white printers and video equipment. The apprentice must possess a working knowledge and understanding of digital integrated circuits.

3. *Plumbing and Installations:*

The 90% apprentice performs complex plumbing installations and repairs on all Division equipment, assists in P&PD building maintenance, and supports some specific Agency requirements outside of P&PD (such as the Badge Office) where photographic equipment similar to that of P&PD is utilized.

4. *Carpentry:*

Fourth year apprentices must have the ability to perform carpentry work such as the construction of cabinets, shelves, and collator boxes.

5. *Miscellaneous:*

The 90% apprentice assists other machinists in moving machinery and/or major repair work, perform general repair and maintenance in the press rooms and bindery. Apprentices will be taught acetylene welding on cast iron, brazing, and silver soldering. Electric welding and minor forge work will also be included in this training.

G. *Journeyman General Mechanic Machinists*

Apprentice machinists must have demonstrated mastery of all the functions described in the apprenticeship schedule before being accorded journeyman status as a general mechanic machinist. In addition to being competent in machine shop, carpentry, mechanical, optical, electronic, and plumbing skills, journeyman machinists are expected to perform a wide variety of maintenance shop related functions as listed below:

1. The journeyman machinist must be familiar with P&PD building requirements for humidity, ventilation, and air conditioning, as well as hot and chilled water. They will be able to contact the proper GSA personnel for emergency repairs.

2. Journeyman machinists need to be able to communicate and work with outside vendors and contractors, e.g., for electrical repairs, assistance in moving heavy equipment, and erecting presses.

3. Journeyman machinists assist the Chief Mechanic in maintaining adequate supplies of replacement parts for P&PD equipment.

PRINTING AND PHOTOGRAPHY DIVISION
GRAPHIC ARTS APPRENTICESHIP PROGRAM

INTRODUCTORY INTERVIEW

NAME OF APPLICANT	BRANCH	EOD	RATE	DATE

GAAP HAS BEEN EXPLAINED TO THE APPLICANT	WORK EXPERIENCE
☐ YES ☐ NO	
INTERNAL OR EXTERNAL TRAINING	SPECIAL SKILLS

EVALUATION (Circle one)

Initial Impression:	Outstanding	Excellent	Good	Fair	Poor
Approach :	Friendly	Quiet	Ingratiating	Hesitant	Unimpressive
Poise :	Well-poised	Steady	Self-confident	Timid	
Voice :	Well-modulated	Clear	Weak	Harsh	
Alertness :	Alert	Responsive	Lackadaisical	Dull	
Enthusiasm :	Enthusiastic	Eager	Undemonstrative	Indifferent	
Answers Questions :	Discriminating	Responsive	Deliberate	Unthinking	Vague

COMMENTS:

_____
APPRENTICE PROGRAM ADMINISTRATOR

_____
DATE

GRAPHIC ARTS APPRENTICESHIP

PROGRAM INTERVIEW

_____
Date and Time

_____
Name of Applicant

_____
Branch

_____
Apprentice Program
Administrator (APA)

CONDITIONS OF APPRENTICESHIP TO BE DISCUSSED

1. Objectives of the Program
2. Testing
3. 4 year Apprenticeship
   1 year probationary rotational branch tour
   3 year specialized training program
4. Apprentice wage structure
5. P-Panel responsibilities to the Apprenticeship Program
6. Training and administration monthly progress reports
   Monthly progress reports
   Internal and external training courses
7. The role of the APA

COMMENTS:

_____
Signature of Applicant

_____
Signature of APA

CENTRAL INTELLIGENCE AGENCY

Apprenticeship Training Agreement

Office of Logistics
Printing and Photography Division

I _____ have read and I understand
Name of Apprentice
the terms and conditions of the Printing and Photography Division's (P&PD) Graphic Arts Apprenticeship Program.

I will comply with, and participate in the Graphic Arts Apprenticeship Program by diligently and faithfully performing the training tasks assigned me in accordance with accepted P&PD standards and regulations. I further agree to cooperate with the Apprentice Program Administrator who is responsible for the administration, development, and career counseling during my apprenticeship.

The progressive apprenticeship pay scale has been explained to me and I understand and accept the wage structure during my apprenticeship.

I understand the P&PD 7-day week staffing requirements for all personnel. I will cooperate in this regard by working any workweek or shift assignment requested of me during my apprenticeship.

I understand that the P-Panel is the official recommending body on the matter concerning my assignment to a specific tradecraft after the rotational tour. I will abide by the decision of the Chief, P&PD in regard to my final apprentice assignment.

Signed: _____ _____
Apprentice Employee — Date

Signed: _____ _____
Chairman, P-Panel — Date

GRAPHIC ARTS APPRENTICESHIP PROGRAM
PRINTING AND PHOTOGRAPHY DIVISION
APPRENTICE BRANCH EVALUATION

NAME OF EMPLOYEE	BRANCH	SHIFT	RATING PERIOD From	To

PART I: RATING CATEGORIES CORRESPOND WITH PERFORMANCE APPRAISAL REPORT (PAR) EVALUATION FORM. (See back of this Form)

FACTOR	DESCRIPTION	(7) SUPERIOR	(6) OUTSTANDING	(5) Above Average	(4) Average	(3) Below Average	(2) MINIMAL	(1) UNSATISFACTORY
PREPRESS: PROOFREADING	Basics of English; Composition, Grammar, Spelling, and Visualization Skills.							
KEYBOARDING	Typing skills, and same as Proofreading.							
ELECTRONICS SYSTEM SKILLS	Systems approach to Printing Production via Digital Equipment.							
NEGATIVE PREPARATION (Offset Photography/Contact)	Comprehension of Basic Photographic Processes.							
NEGATIVE & HARD COPY IMPOSITION (Offset Negative Stripping & Hard Copy Prelay)	Manual Dexterity and perceptive Printing Visualization Skills.							
PRESS: PLATEMAKING	Visualization skills.							
PRESS OPERATIONS	Mechanical Apptitude.							
BINDERY: FOLDING, COLLATING, AND TRIMMING	Mechanical skills and manual dexterity. Basic understanding and verification of completed printed products.							

PART II: JOB ATTITUDE QUALITIES

FACTOR	DESCRIPTION	(7)	(6)	(5)	(4)	(3)	(2)	(1)
1. QUALITY	Accuracy or quality of finished work, regardless of amount completed; neatness, presentability of work; thoroughness							
2. QUANTITY	Amount of satisfactory work completed; speed in completing assignments, meets production requirements for his/her level							
3. JOB SKILLS	Ability to learn and use job knowledge and skills for his/her level; know-how							
4. COOPERATION	Teamwork; Cheerful acceptance of orders and additional assignments; subordinating personal interest to group objectives; attitude							
5. DEPENDABILITY	Carrying on with minimum supervision; strong sense of responsibility to the job; work habits steady and safe; punctual and present when needed							
6. INITIATIVE	Self-starting action; taking the lead; assuming responsibility							
7. MAINTENANCE	Proper use and care of tools and equipment; maintaining clean and orderly facilities; tidiness of work area							

COMMENTS:

SUPERVISOR (Signature)	DATE	BRANCH CHIEF (Signature)	DATE
PRODUCTION MANAGER (Signature)	DATE	APPRENTICE (Signature)	DATE

Prepress Branch

This graded check list reflects the opinions of both the immediate supervisor and the Chief of the Prepress Branch regarding the present abilities of _____. These individual totals represent the professional judgment of these supervisors, and are based on standard production criteria for the position of Electronic Printer.

It has been determined that an employee must attain the listed minimal scores if he or she is to qualify for the varying degrees of apprenticeship and finally, the position of journeyman.

Position	Combined Minimal Scores of Parts I and II
Journeyman	
4th Year Apprenticeship	115 points
3rd Year Apprenticeship	95 points
2nd Year Apprenticeship	75 points

_____ _____

Date Supervisor

_____

Branch Chief

PREPRESS BRANCH
G.A.A.P. EVALUATION FORM
Second, Third, and Fourth Years

PART I

1. PROOFREADING

1 2 3 4 5 6 7

2. WORKING KNOWLEDGE OF ATEX SOFTWARE

1 2 3 4 5 6 7

3. KEYBOARDING ON VIDEO DISPLAY TERMINALS

1 2 3 4 5 6 7

4. UNDERSTANDING METHODS OF DATA INPUT FOR ETECS SYSTEM

1 2 3 4 5 6 7

5. DESIGNING OF FORMATS

1 2 3 4 5 6 7

6. PROFICIENCY IN COPY PREPARATION AND MAKEUP FOR ELECTRONIC TERMINAL MAKEUP

1 2 3 4 5 6 7

7. TYPOGRAPHIC VISUALIZATION SKILLS

1 2 3 4 5 6 7

8. COMPLETE PAGE MAKEUP (INCLUDING GRAPHICS, TABLES, FOOTNOTES, ETC.)

1 2 3 4 5 6 7

9. OPERATION OF OFFSET CAMERAS AND PROCESSORS

1 2 3 4 5 6 7

10. LINEWORK PHOTOGRAPHY

1 2 3 4 5 6 7

11. HALFTONE PHOTOGRAPHY

1 2 3 4 5 6 7

12. CONTINUOUS TONE BLACK AND WHITE PHOTOGRAPHY

1 2 3 4 5 6 7

13. CONTACT ROOM PROCEDURES

1 2 3 4 5 6 7

14. BASIC STRIPPING (TEXT, COVERS, FORMS, TABS, ETC.)

1 2 3 4 5 6 7

15. BASIC GRAPHIC STRIPPING

1 2 3 4 5 6 7

16. COMPOSITING OF GRAPHICS

1 2 3 4 5 6 7

17. KNOWLEDGE OF SCREENS

1 2 3 4 5 6 7

18. PHOTOGRAPHIC PROOFING SYSTEMS

1 2 3 4 5 6 7

19. COLOR STRIPPING

1 2 3 4 5 6 7

20. OPERATION AND GENERAL MAINTENANCE OF EQUIPMENT

1 2 3 4 5 6 7

PART II: JOB ATTITUDE QUALITIES

FACTOR	DESCRIPTION	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. QUALITY	Accuracy or quality of finished work, regardless of amount completed; neatness, presentability of work; thoroughness							
2. QUANTITY	Amount of satisfactory work completed; speed in completing assignments, meets production requirements for his/her level							
3. JOB SKILLS	Ability to learn and use job knowledge and skills for his/her level; know-how							
4. COOPERATION	Teamwork; cheerful acceptance of orders and additional assignments; subordinating personal interest to group objectives; attitude							
5. DEPENDABILITY	Carrying on with minimum supervision; strong sense of responsibility to the job; work habits steady and safe; punctual and present when needed							
6. INITIATIVE	Self-starting action; taking the lead; assuming responsibility							
7. MAINTENANCE	Proper use and care of tools and equipment; maintaining clean and orderly facilities; tidiness of work area							

CUMULATIVE TOTAL _____

SEE REVERSE SIDE FOR PERFORMANCE APPRAISAL DEFINITIONS

PERFORMANCE APPRAISAL DEFINITIONS

Individual Duty	Overall Performance
1. Individual consistently fails to meet the established work standards for the duty or task performed. Performance is unsatisfactory.	Performance does not meet all established work standards for the position and specifically demonstrates the individual's failure to meet one or more important job requirements (e.g., doesn't complete work; lacks the necessary knowledge, skill, or ability to do the job properly). Performance is unsatisfactory.
2. Individual frequently fails to meet the work standard for the duty or task performed. Performace is marginal.	Performance frequently does not meet all established work standards for the position and reflects a significant problem relating to the individual's suitability for continued assignment in the job (e.g., seldom completes work assignments without strong support; work products or services are often faulty and incomplete). Performance is marginal.
3. Individual occasionally fails to meet the work standard for the duty or task performed. Performance is acceptable.	Performance generally meets established work standards for the position but characteristically needs improvement in a specific area or on occasion falls somewhat short of satisfying all job requirements (e:g., inconsistent work effort in meeting deadlines; quality of work product or service sometimes needs to be improved). Performance is acceptable.
4. Individual fully meets the work standards for the duty or task performed.	Performance meets all established work standards for the position and attests to a satisfactory level of job-related knowledge, skill or ability (e.g., does what is expected; reliable and dependable, a typical performer).
5. Individual occasionally exceeds the established work standard for the duty or task performed. Performance is good.	Performance occasionally exceeds established work standards for the position and is generally of higher quality than is required to do the job satisfactorily (e.g., generally produces a better than average product or service; reveals a good level of knowledge, ability and skill in satisfying work requirements). Performance is good.
6. Individual frequently exceeds the established work standard for the duty or task performed. Performance is excellent.	Performance frequently exceeds established work standards for the position and shows that the individual's level of job-related knowledge, skill, and ability is highly developed (e.g., functions with ease in satisfying work requirements, producing a high-quality product or service). Performance is excellent.
7. Individual invariably exceeds the established work standard for the duty or task performed. Performance is superior.	Performance invariably exceeds established work standards for the position, and is characterized by extraordinary proficiency suggestive of one expert at doing the job (e.g., highly efficient performer, one who demonstrates impressive knowledge, skill and ability in his or her work performance). Performance is superior.

FORM 10-81 45

Press Branch

This graded check list reflects the opinions of both the immediate supervisor and the Chief of the Press Branch regarding the present abilities of _____.
These individual totals represent the professional judgment of these supervisors, and are based on standard production criteria for the position of Pressman.

It has been determined that an employee must attain the listed minimal scores if he or she is to qualify for the varying degrees of apprenticeship and finally, the position journeyman.

Position	Combined Minimal Scores of Parts I and II
Journeyman	
4th Year Apprenticeship	115 points
3rd Year Apprenticeship	95 points
2nd Year Apprenticeship	75 points

_____ _____

Date Supervisor

_____

Branch Chief

PRESS BRANCH
G.A.A.P. EVALUATION FORM
Second, Third, and Fourth Years

PART I

1. KNOWLEDGE AND HANDLING OF PAPER

1 2 3 4 5 6 7

2. KNOWLEDGE AND CHARACTERISTICS OF INK

1 2 3 4 5 6 7

3. PRESSROOM HEALTH AND SAFETY

1 2 3 4 5 6 7

4. LOADING AND TURNING SHEET STOCK

1 2 3 4 5 6 7

5. INSTALLATION OF BLANKETS AND PRESS ROLLERS

1 2 3 4 5 6 7

6. INSTALLATION AND CARE OF DAMPENERS

1 2 3 4 5 6 7

7. PREPARATION OF FOUNTAIN SOLUTIONS

1 2 3 4 5 6 7

8. SET-UP OF INK FOUNTAINS AND INK ROLLERS

1 2 3 4 5 6 7

9. OPERATION OF A SINGLE COLOR PRESS

1 2 3 4 5 6 7

10. PRESS WASHUP

1 2 3 4 5 6 7

11. PRESS FEEDER OPERATIONS

1 2 3 4 5 6 7

12. HANDLING AND LOADING WEB PAPER ROLLS

1 2 3 4 5 6 7

13. OPERATION OF THE WEB PRESS

1 2 3 4 5 6 7

14. OPERATION OF A MULTICOLOR PRESS

1 2 3 4 5 6 7

15. COLOR MATCHING, DENSITOMETRY

1 2 3 4 5 6 7

16. OPERATING A JET ENVELOPE PRESS

1 2 3 4 5 6 7

17. KNOWLEDGE OF LITHOGRAPHIC PLATES

1 2 3 4 5 6 7

18. OPERATION OF PLATEMAKING EQUIPMENT

1 2 3 4 5 6 7

19. KNOWLEDGE OF SCREENING IN PLATEMAKING

1 2 3 4 5 6 7

20. USE, CARE, AND GENERAL MAINTENANCE OF PLATE PROCESSORS

1 2 3 4 5 6 7

PART II: JOB ATTITUDE QUALITIES

FACTOR	DESCRIPTION	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. QUALITY	Accuracy or quality of finished work, regardless of amount completed; neatness, presentability of work; thoroughness							
2. QUANTITY	Amount of satisfactory work completed; speed in completing assignments, meets production requirements for his/her level							
3. JOB SKILLS	Ability to learn and use job knowledge and skills for his/her level; know-how							
4. COOPERATION	Teamwork; cheerful acceptance of orders and additional assignments; subordinating personal interest to group objectives; attitude							
5. DEPENDABILITY	Carrying on with minimum supervision; strong sense of responsibility to the job; work habits steady and safe; punctual and present when needed							
6. INITIATIVE	Self-starting action; taking the lead; assuming responsibility							
7. MAINTENANCE	Proper use and care of tools and equipment; maintaining clean and orderly facilities; tidiness of work area							

CUMULATIVE TOTAL _____

SEE REVERSE SIDE FOR PERFORMANCE APPRAISAL DEFINITIONS

PERFORMANCE APPRAISAL DEFINITIONS

Individual Duty	Overall Performance
1. Individual consistently fails to meet the established work standards for the duty or task performed. Performance is unsatisfactory.	Performance does not meet all established work standards for the position and specifically demonstrates the individual's failure to meet one or more important job requirements (e.g., doesn't complete work; lacks the necessary knowledge, skill, or ability to do the job properly). Performance is unsatisfactory.
2. Individual frequently fails to meet the work standard for the duty or task performed. Performace is marginal.	Performance frequently does not meet all established work standards for the position and reflects a significant problem relating to the individual's suitability for continued assignment in the job (e.g., seldom completes work assignments without strong support; work products or services are often faulty and incomplete). Performance is marginal.
3. Individual occasionally fails to meet the work standard for the duty or task performed. Performance is acceptable.	Performance generally meets established work standards for the position but characteristically needs improvement in a specific area or on occasion falls somewhat short of satisfying all job requirements (e.g., inconsistent work effort in meeting deadlines; quality of work product or service sometimes needs to be improved). Performance is acceptable.
4. Individual fully meets the work standards for the duty or task performed.	Performance meets all established work standards for the position and attests to a satisfactory level of job-related knowledge, skill or ability (e.g., does what is expected; reliable and dependable, a typical performer).
5. Individual occasionally exceeds the established work standard for the duty or task performed. Performance is good.	Performance occasionally exceeds established work standards for the position and is generally of higher quality than is required to do the job satisfactorily (e.g., generally produces a better than average product or service; reveals a good level of knowledge, ability and skill in satisfying work requirements). Performance is good.
6. Individual frequently exceeds the established work standard for the duty or task performed. Performance is excellent.	Performance frequently exceeds established work standards for the position and shows that the individual's level of job-related knowledge, skill, and ability is highly developed (e.g., functions with ease in satisfying work requirements, producing a high-quality product or service). Performance is excellent.
7. Individual invariably exceeds the established work standard for the duty or task performed. Performance is superior.	Performance invariably exceeds established work standards for the position, and is characterized by extraordinary proficiency suggestive of one expert at doing the job (e.g., highly efficient performer, one who demonstrates impressive knowledge, skill and ability in his or her work performance). Performance is superior.

FORM 10-81 45

Bindery Branch

This graded check list reflects the opinions of both the immediate supervisor and the Chief of the Bindery Branch regarding the present abilities of _____. These individual totals represent the professional judgment of these supervisors, and are based on standard production criteria for the position of Bookbinder.

It has been determined that an employee must attain the listed minimal scores if he or she is to qualify for the varying degrees of apprenticeship and finally, the position of journeyman.

Position	Combined Minimal Scores of Parts I and II
Journeyman	
4th Year Apprenticeship	115 points
3rd Year Apprenticeship	95 points
2nd Year Apprenticeship	75 points

_____ _____

Date Supervisor

_____

Branch Chief

BINDERY BRANCH
G.A.A.P. EVALUATION FORM
Second, Third, and Fourth Years

PART I

1. TECHNICAL COMPREHENSION OF P&PD'S JOB JACKET

1 2 3 4 5 6 7

2. KNOWLEDGE OF PAPER

1 2 3 4 5 6 7

3. UNDERSTANDING OF STRIPPING LAYOUTS AND DUMMIES

1 2 3 4 5 6 7

4. ABILITY TO FIGURE CUTS AND TRIMS

1 2 3 4 5 6 7

5. POWER CUTTING OPERATIONS

1 2 3 4 5 6 7

6. COLLATING OPERATIONS

1 2 3 4 5 6 7

7. GATHERING MACHINE OPERATIONS

1 2 3 4 5 6 7

8. PERFECT BINDING MACHINE OPERATIONS

1 2 3 4 5 6 7

9. CUTTING, LAMINATING, AND DRILLING TABS

1 2 3 4 5 6 7

10. STRIPPING MACHINE OPERATIONS

1 2 3 4 5 6 7

11. STITCHERS, DRILLS, AND GBC BINDING

1 2 3 4 5 6 7

12. FAMILIARIZATION OF HARD BINDING

1 2 3 4 5 6 7

13. SEWING OPERATIONS

1 2 3 4 5 6 7

14. ROUNDING AND BACKING OPERATIONS

1 2 3 4 5 6 7

15. HEADLINERS AND END SHEETING

1 2 3 4 5 6 7

16. SETTING HAND TYPE

1 2 3 4 5 6 7

17. OPERATION OF STAMPING MACHINES

1 2 3 4 5 6 7

18. COVERING IN OPERATIONS

1 2 3 4 5 6 7

19. REPAIRING BOOKS AND PUBLICATIONS

1 2 3 4 5 6 7

20. VELO-BIND OPERATIONS

1 2 3 4 5 6 7

PART II: JOB ATTITUDE QUALITIES

FACTOR	DESCRIPTION	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. QUALITY	Accuracy or quality of finished work, regardless of amount completed; neatness, presentability of work; thoroughness							
2. QUANTITY	Amount of satisfactory work completed; speed in completing assignments, meets production requirements for his/her level							
3. JOB SKILLS	Ability to learn and use job knowledge and skills for his/her level; know-how							
4. COOPERATION	Teamwork; cheerful acceptance of orders and additional assignments; subordinating personal interest to group objectives; attitude							
5. DEPENDABILITY	Carrying on with minimum supervision; strong sense of responsibility to the job; work habits steady and safe; punctual and present when needed							
6. INITIATIVE	Self-starting action; taking the lead; assuming responsibility							
7. MAINTENANCE	Proper use and care of tools and equipment; maintaining clean and orderly facilities; tidiness of work area							

CUMULATIVE TOTAL _____

SEE REVERSE SIDE FOR PERFORMANCE APPRAISAL DEFINITIONS

PERFORMANCE APPRAISAL DEFINITIONS

Individual Duty	Overall Performance
1. Individual consistently fails to meet the established work standards for the duty or task performed. Performance is unsatisfactory.	Performance does not meet all established work standards for the position and specifically demonstrates the individual's failure to meet one or more important job requirements (e.g., doesn't complete work; lacks the necessary knowledge, skill, or ability to do the job properly). Performance is unsatisfactory.
2. Individual frequently fails to meet the work standard for the duty or task performed. Performace is marginal.	Performance frequently does not meet all established work standards for the position and reflects a significant problem relating to the individual's suitability for continued assignment in the job (e.g., seldom completes work assignments without strong support; work products or services are often faulty and incomplete). Performance is marginal.
3. Individual occasionally fails to meet the work standard for the duty or task performed. Performance is acceptable.	Performance generally meets established work standards for the position but characteristically needs improvement in a specific area or on occasion falls somewhat short of satisfying all job requirements (e.g., inconsistent work effort in meeting deadlines; quality of work product or service sometimes needs to be improved). Performance is acceptable.
4. Individual fully meets the work standards for the duty or task performed.	Performance meets all established work standards for the position and attests to a satisfactory level of job-related knowledge, skill or ability (e.g., does what is expected; reliable and dependable, a typical performer).
5. Individual occasionally exceeds the established work standard for the duty or task performed. Performance is good.	Performance occasionally exceeds established work standards for the position and is generally of higher quality than is required to do the job satisfactorily (e.g., generally produces a better than average product or service; reveals a good level of knowledge, ability and skill in satisfying work requirements). Performance is good.
6. Individual frequently exceeds the established work standard for the duty or task performed. Performance is excellent.	Performance frequently exceeds established work standards for the position and shows that the individual's level of job-related knowledge, skill, and ability is highly developed (e.g., functions with ease in satisfying work requirements, producing a high-quality product or service). Performance is excellent.
7. Individual invariably exceeds the established work standard for the duty or task performed. Performance is superior.	Performance invariably exceeds established work standards for the position, and is characterized by extraordinary proficiency suggestive of one expert at doing the job (e.g., highly efficient performer, one who demonstrates impressive knowledge, skill and ability in his or her work performance). Performance is superior.

FORM 45
10-81

Maintenance Section

This graded check list reflects the opinions of both the immediate supervisor and the Chief of the Management Support Branch regarding the present abilities of _____. These individual totals represent the professional judgment of these supervisors, and are based on standard production criteria for the position of General Mechanic Machinist.

It has been determined that an employee must attain the listed minimal scores if he or she is to qualify for the varying degrees of apprenticeship and finally, the position of journeyman.

Position	Combined Minimal Scores of Parts I and II
Journeyman	
4th Year Apprenticeship	115 points
3rd Year Apprenticeship	95 points
2nd Year Apprenticeship	75 points

_____ _____

Date Supervisor

_____

Branch Chief

GENERAL MECHANIC MACHINIST
G.A.A.P. EVALUATION FORM
Second, Third, and Fourth Years

PART I

1. COMPREHENSION OF ELECTRONIC SCHEMATICS

1 2 3 4 5 6 7

2. COMPREHENSION OF MECHANICAL DRAWINGS

1 2 3 4 5 6 7

3. COMPREHENSION OF BLUEPRINTS, SKETCHES, AND VERBAL INSTRUCTIONS

1 2 3 4 5 6 7

4. USE OF PRECISION INSTRUMENTS

1 2 3 4 5 6 7

5. USE OF ENGINE LATHE

1 2 3 4 5 6 7

6. USE OF A MILLING MACHINE

1 2 3 4 5 6 7

7. ACETYLENE WELDING SKILL

1 2 3 4 5 6 7

8. ELECTRIC WELDING SKILL

1 2 3 4 5 6 7

9. USE OF VOLT OHM METER, ANALYZERS AND POWER MODULES

1 2 3 4 5 6 7

10. USE OF OSCILLOSCOPE

1 2 3 4 5 6 7

11. COMMUNICATION WITH OUTSIDE VENDORS

1 2 3 4 5 6 7

12. PROFICIENCY IN SOLID STATE CIRCUITRY

1 2 3 4 5 6 7

13. MODIFICATION OF EXISTING EQUIPMENT

1 2 3 4 5 6 7

14. KNOWLEDGE OF HVAC EQUIPMENT

1 2 3 4 5 6 7

15. PROBLEM SOLVING ON P&PD'S ELECTRONIC EQUIPMENT

1 2 3 4 5 6 7

16. PROBLEM SOLVING ON P&PD'S MECHANICAL EQUIPMENT

1 2 3 4 5 6 7

17. PLUMBING INSTALLATIONS

1 2 3 4 5 6 7

18. ABILITY TO WORK WITH MINIMUM SUPERVISION AND USE GOOD SAFETY STANDARDS

1 2 3 4 5 6 7

19. PROFICIENCY IN ORDERING FROM OUTSIDE VENDORS

1 2 3 4 5 6 7

20. ABILITY TO INSTALL NEW EQUIPMENT

1 2 3 4 5 6 7

PART II: JOB ATTITUDE QUALITIES

FACTOR	DESCRIPTION	(1)	(2)	(3)	(4)	(5)	(6)	(7)
1. QUALITY	Accuracy or quality of finished work, regardless of amount completed; neatness, presentability of work; thoroughness							
2. QUANTITY	Amount of satisfactory work completed; speed in completing assignments, meets production requirements for his/her level							
3. JOB SKILLS	Ability to learn and use job knowledge and skills for his/her level; know-how							
4. COOPERATION	Teamwork; cheerful acceptance of orders and additional assignments; subordinating personal interest to group objectives; attitude							
5. DEPENDABILITY	Carrying on with minimum supervision; strong sense of responsibility to the job; work habits steady and safe; punctual and present when needed							
6. INITIATIVE	Self-starting action; taking the lead; assuming responsibility							
7. MAINTENANCE	Proper use and care of tools and equipment; maintaining clean and orderly facilities; tidiness of work area							

CUMULATIVE TOTAL _____

SEE REVERSE SIDE FOR PERFORMANCE APPRAISAL DEFINITIONS

PERFORMANCE APPRAISAL DEFINITIONS

Individual Duty	Overall Performance
1. Individual consistently fails to meet the established work standards for the duty or task performed. Performance is unsatisfactory.	Performance does not meet all established work standards for the position and specifically demonstrates the individual's failure to meet one or more important job requirements (e.g., doesn't complete work; lacks the necessary knowledge, skill, or ability to do the job properly). Performance is unsatisfactory.
2. Individual frequently fails to meet the work standard for the duty or task performed. Performace is marginal.	Performance frequently does not meet all established work standards for the position and reflects a significant problem relating to the individual's suitability for continued assignment in the job (e.g., seldom completes work assignments without strong support; work products or services are often faulty and incomplete). Performance is marginal.
3. Individual occasionally fails to meet the work standard for the duty or task performed. Performance is acceptable.	Performance generally meets established work standards for the position but characteristically needs improvement in a specific area or on occasion falls somewhat short of satisfying all job requirements (e.g., inconsistent work effort in meeting deadlines; quality of work product or service sometimes needs to be improved). Performance is acceptable.
4. Individual fully meets the work standards for the duty or task performed.	Performance meets all established work standards for the position and attests to a satisfactory level of job-related knowledge, skill or ability (e.g., does what is expected; reliable and dependable, a typical performer).
5. Individual occasionally exceeds the established work standard for the duty or task performed. Performance is good.	Performance occasionally exceeds established work standards for the position and is generally of higher quality than is required to do the job satisfactorily (e.g., generally produces a better than average product or service; reveals a good level of knowledge, ability and skill in satisfying work requirements). Performance is good.
6. Individual frequently exceeds the established work standard for the duty or task performed. Performance is excellent.	Performance frequently exceeds established work standards for the position and shows that the individual's level of job-related knowledge, skill, and ability is highly developed (e.g., functions with ease in satisfying work requirements, producing a high-quality product or service). Performance is excellent.
7. Individual invariably exceeds the established work standard for the duty or task performed. Performance is superior.	Performance invariably exceeds established work standards for the position, and is characterized by extraordinary proficiency suggestive of one expert at doing the job (e.g., highly efficient performer, one who demonstrates impressive knowledge, skill and ability in his or her work performance). Performance is superior.

FORM 45
10-81